Team Tracking

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Guidelines

1. Team Name: Name selected by the Sponsor or the Team

2. Team Type: Divisional Improvement Team; Cross-functional Improvement Team; Program, Platform, or Project Team, etc.

3. Date: Date that the team is chartered

4. Sponsor: Name and phone extension

5. Customer: Organization - the division, R&D, Manufacturing, etc.
   Individual - Customer may be an individual or name of the contact for the organization above

6. Finalized Problem Statement: Following review and discussion by the Team, a clear, focused, agreed to Problem Statement which states the issue to be addressed and the resulting consequences.

7. Business Justification: Statement of what the improvement or resolution of the issue will affect. This should related to the consequences of the issue as stated above.

8. Deliverables: The specific outputs that the team will produce. These should be things such as contacting with a consultant, final recommendations, implementation plans, documentation, charter for another team, etc.

9. Measures: Measures of success. How the team will know if they have made improvements or resolved an issue. These should be specific and quantifiable if possible.

10. Recommended Actions: Final recommendations of the team. Charter another team, implement solutions (with responsible parties identified), pilot the solution, etc.

11. Key Learnings: As the Team completes it's charter, capture important learnings so that others may benefit.

Note: This information (form) should be provided and updated by the Team. Updates should occur at least once per quarter.

Send completed/updated forms to Pat Grantham

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